

Position Description: Graphics Designer

PRIMARY ROLE STATEMENT

Our purpose is to provide valuable services that strengthen and support the Cumberland Community.

Decisions, actions and behaviours are governed by our Code of Conduct and Values and the delivery of our services is aligned to the commitments outlined in our Community Strategic Plan, Delivery Plan and Operational Plan. All employees have an accountability to ensure work and conduct is aligned to these.

In contributing to the overarching vision, the Graphics Designer provides graphics services to Council service areas at Cumberland Council by creating design and multimedia materials to promote Council services, policies, activities and events as required.

KEY DUTIES AND RESPONSIBILITIES

Graphics Design Generalist functions.

- Provide creative advice & support to Council service areas on multimedia projects as required
- Have a strong portfolio of design work and experience using various computer packages including Adobe Creative Suite, Pre-press and video editing software
- Manage various multimedia projects from initial brief, design scope, concept development and production through to delivery
- Conceptualising ideas and taking ownership of delivering independently and to high standards
- Have excellent verbal and written communication skills

Reporting

- Collect and collate statistical data
- Maintain graphics reporting systems such as monthly KPI reports, quarterly and annual reports

Child Safe Organisation

- Council fully supports the aims and objectives of NSW Child Protection Legislation and associated provisions, and will implement all necessary measures to ensure a safe and supporting Council environment, which endeavours to promote child safe, child friendly practices.

Fraud and Corruption Prevention

- Council constantly strives to improve our practices to ensure we uphold the highest ethical standards. Council has a zero tolerance approach to any fraud and corruption, and all staff are required to participate in and support fraud and corruption control initiatives. All officers must report any potential fraud or corruption misconduct to Council's Internal Ombudsman in the first instance, who will notify the General Manager. Council also has a Public Interest Disclosures Policy which you should review, outlining that Council will consider each report and make every attempt to protect the staff member making the report from any form of reprisal.

- Comply with Council’s ethical conduct, risk management and policy frameworks and Fraud Control Plan.
- Follow and implement any risk based controls and procedures identified for the Business Unit to help prevent and detect any fraudulent and corrupt activity.

Work Health & Safety

In accordance with councils WHS policy 2018, all employees have a responsibility to take reasonable care of their own health and safety, and that of others. To meet this commitment, all levels of management shall be held responsible for ensuring all staff are aware of and have agreed to work to this policy.

ABILITIES, QUALIFICATIONS, EXPERIENCE

Essential

- Ability to consult, share information and work collaboratively
- Have the ability to demonstrate project management skills
- Minimum 2 years’ experience in graphics design role
- Ability to manage diverse and competing priorities and meet deadlines
- Be self-motivated and able to work unsupervised
- Experience in Web design and multimedia
- Experience in video editing, video creation and creating social animations

Desirable

- Demonstrated knowledge of the Local Government environment.
- Knowledge and experience in photography and videography

Employment Screening Required

- Qualifications verification
- Licence Check if driving Council vehicles



We are **determined**
to succeed



We are **inclusive**
in our approach



We are **progressive**
in our outlook

Position & Est Number	SPCC24 – EST1082
Classification	Grade 11
Job Function Group:	Professional
Reports to:	Marketing Manager
Staff Reporting Responsibilities:	Nil
Budget Responsibility:	Nil

Date:

Agreed:

 [Insert Employee Name]

 Employee signature



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